

# *Corps of Engineers Day*



AIIM Conference  
8 March 2002  
San Francisco, California



# *CEERIS Update*

- ◆ CEERIS Districts Implementing 32-bit Upgrade
- ◆ Wilmington Complete



## *Task Force*

### ◆ First Meeting March 2001

- ▲ Identified 66 Items – Mostly MARKS nos. needing establishment or revision
- ▲ Capitalized Assets Files
- ▲ 37-Series Numbers
- ▲ Completed 15 SFs 115



# *Task Force*

## ◆ Second Meeting September 2001

- ▲ Continued Work on 66 Items
- ▲ Except for 37-series, all SFs 115 Completed – Due to Army mid-March
- ▲ Tasked Out NARA Plan Outstanding Items
- ▲ Worked on Standardized Position Descriptions
- ▲ Determined New Series Needed for PPMD Files
  - \* May Require Restructuring of Corps Portion of MARKS



## *Task Force*

- ◆ Third Meeting to Restructure MARKS  
Canceled (Money)
- ◆ Fourth Meeting In Late April 2002
  - ▲ Complete Loose Ends
  - ▲ Look at PPMD MARKS
  - ▲ Complete Standardized Position Descriptions



## *Task Force*

- ◆ After April, Task Force One's Duties Completed
- ◆ Will Solicit for New Members w/Sunset Date Attached
  - ▲ Not Fair to Districts/Labs
  - ▲ Rotate Talent
  - ▲ Strengthen Program



# *Thank You!!!!*



## ◆ Field:

- ▲ Toni Gilman, ERDC
- ▲ Audrey Imsand, SAM
- ▲ Faye Jordan, SAS
- ▲ Sharon Leeker, MVS
- ▲ Gus Sierra, NAN

## ◆ HQ:

- ▲ Dianne Barnes
- ▲ Sheila Dunston



# *Mail Program Update*

- ◆ USPS Offering Free Mailroom Security Video & Poster
  - ▲ Recommendations to Reduce the Risk of Exposure to Biological Agents
  - ▲ What to do if Suspicious Mail is Found
- ◆ Mailrooms that received Mail Directly from Brentwood were tested for Anthrax & Employees received Preventative Antibiotics
  - ▲ All Negative Reports





## *Mail Program Update (Cont)*

- ◆ Provided Primary & Alternate Mailroom POCs including Names, Duty Phone, & Home Phone for Mail & Distribution Centers in DC, Northern Virginia, and Maryland
- ◆ USACE Commands should Work Closely with their Safety & Occupational Health Offices



## *Mail Program Update (Cont)*

- ◆ If use Gloves, ensure use Extreme Caution and Use Tight Fitting Vinyl or Latex to Prohibit them from getting Caught in Machinery
  - ▲ Some people Sensitive to Latex
  - ▲ Gloves made from other Materials may be Preferable
- ◆ Web Sites:
  - ▲ <http://www.bt.cdc.gov/DocumentsApp/Anthrax/1012200Handle/1012001Handle.asp>
  - ▲ [http://www.usps.com/news/2001/press/pr01\\_1010tips.htm](http://www.usps.com/news/2001/press/pr01_1010tips.htm)
- ◆ Suspicious Mail (e.g. No Return Address) needs to be Investigated, not just Thrown Away



## *Mail Program Update (Cont)*

- ◆ All USACE Organizations including field & Project Offices Provided Input to Military Postal Service Agency
  - ▲ Reported only when an Activity receives Mail Directly from a Post Office/Distribution Center
  - ▲ Did not report if District sends Mail to a Field Office
  - ▲ Website did not work with Netscape - Use Explorer
  - ▲ For DSN Data Element, Enter 111



# *Mail Program Update (Cont)*

## ◆ Current Status:

- ▲ UPS, Federal Express, Airborne Delivered on Schedule
- ▲ Millions of Pieces of Mail are Backlogged
- ▲ USPS is not delivering Mail over 3" - Pertains to Thickness of Package
  - \* Nothing to do with Weight or Size of Package



## *Mail Program Update (Cont)*

### ◆ Current Status:

- ▲ USPS Irradiating Mail under 3", Mail is Stamped "Irradiated"
- ▲ Mail is then X-rayed & Sniffed by GAO Contractor
- ▲ GAO Bldg Personnel X-ray again
- ▲ No Bulk Mail received since 16 October
  - \* Send to HQUSACE in care of Humphrey's Engineer Center
  - \* 7701 Telegraph Road
  - \* Alexandria, VA 22315-3860



## *Mail Program Update (Cont)*

- ◆ New DoD Official Mail Manual Published
- ◆ Website: [www.dtic.mil/whs/directive](http://www.dtic.mil/whs/directive)



# *Scheduling AISs*

- ◆ HQ CECI Working w/Proponents to Get Legacy Systems Scheduled
- ◆ Control Proposed Systems as Developed
- ◆ Included:
  - ▲ Electronic Record-keeping Plan (ERK Plan)
  - ▲ Questionnaire w/Examples
- ◆ Now Included as Checklist for AIS Development



# *Army Initiatives*

## ◆ Army Information Warehouse

- ▲ Proposed – Still Conceptual
- ▲ Monumental Task
- ▲ MACOMs Reviewing/Participating in Development





# *Army Initiatives (Cont)*

## ◆ Army Records Redesign

### ▲ Gather All Army Inactive Records in Regional RHAs

- \* Allowing Corps to Continue Business As Usual

  - ▼ Extended Current Files Areas (CFAs)

- \* May Not Escape Totally

  - ▼ May Identify Seldom-Used Records to Go to Army



## *Army Initiatives (Cont)*

- ◆ Army Records Information Management System (ARIMS)
  - ▲ Tested/Evaluated
  - ▲ Excellent for Moving Files to RHA (Can still show our own RHA)
  - ▲ E-Mail Piece
- ◆ Demo



# *CEEDMS...*

- ◆ ...Is Dead. As a Corporate System.
- ◆ Guidance in for Signature This Week.
  - ▲ Must Use DoD-Certified Records Mgt System
  - ▲ Mandatory Data Elements
  - ▲ Document Types List
  - ▲ Route Proposals and Changes Thru CEEROSC
    - \* Not for Approval, but for Standardization & Advice
    - \* Data Dictionary



## *CEEDMS (Cont)*

### ◆ What Happened?

- ▲ CEERIS Killed; CEEDMS Accelerated

- ▲ Four DCGs in Fewer Than 3 Years

  - \* Not Entirely Aware of Predecessors' Decisions/Reasoning

  - \* No Hue & Cry from Field

    - ▼ Field in Waiting Mode Assuming “Done Deal”

- ▲ Initial HQ Effort



# *CEEDMS (Cont)*

## ◆ What Does This Mean for Us?

### ▲ Preparation

- \* Form Team w/Strong PM – Gain Command Support
- \* Determine Regional v. Individual Approach
- \* Requirements
  - ▼ HQ Memo w/Mandatory Requirements
  - ▼ DoD 5015.2-STD
  - ▼ Individual Requirements (District, Division, Lab)
    - Functional (AS-IS & TO-BE Business Processes)
    - Technical (Data Model)



# *CEEDMS (Cont)*

## ◆ Preparation (cont)

### ▲ Inventory Documents

- \* Purge
- \* Retire
- \* Scan/Import

### ▲ Estimate Document Volume

### ▲ Determine Test Bed

### ▲ Investigate Software



# *CEEDMS (Cont)*

## ◆ Preparation (cont)

### ▲ Test & Evaluate Software

- \* CEEROSC May Help Here

### ▲ Develop SOW

- \* Vendor

- \* Integrator



## *CEEDMS (Cont)*

### ◆ Jacksonville District

- ▲ Everglades Restoration Project Testing  
*Documentum*

- ▲ Next Step to Test Electronic Records  
Management Application (ERMA)

- ▲ Noemi Colon-Acosta and I Assigning MARKS  
Numbers to Document Types

- ▲ Defining Mandatory Data Elements

### ◆ No Other Pilots Planned





*CEEDMS (Cont)*

*Know What You*  
*Want & How to*  
*Tell Vendors*



## *CEEDMS (Cont)*

- ◆ Vendors/Integrators Must Understand Requirements:
  - ▲ Functional/Process
  - ▲ Technical
- ◆ Research
  - \* Talk to Vendors AND Their Integrators
  - \* Get Evaluation Copies of Products You Like
  - \* Visit Deployed Sites (w/o Vendor Present)
    - ▼ Ask About Customization



## *CEEDMS (Cont)*

### ◆ Cultural Change

#### ▲ Plan for it:

- \* Get Command/Sr. Mgt Support
- \* Prepare Staff
- \* Get Buy-In

#### ▲ Train for it

- \* Process Changes *More* Important than Software

### ◆ Be Prepared for Bumpy Ride



# *Topics for Discussion*

## ◆ Vital Records

- ▲ Dupe Emergency Files Program (AR 340-26)

- ▲ Disaster Recovery Planning

  - \* September 11 (Terrorism/War)

  - \* Natural Disasters

  - \* Building/Equipment Disasters

- ▲ Continuity of Operations Plans (COOPs)



## *Topics for Discussion (Cont)*

### ◆ How do we meet & share Information?

- ▲ AIIM/Corps Day
- ▲ ARMA/Corps Day
- ▲ Mid-Year or Post-Conference Meeting
- ▲ Chat Room
- ▲ E-Mail
- ▲ Web
- ▲ Net-Meeting
- ▲ VTC



## *Topics for Discussion (Cont)*

- ◆ Records Moratoria
- ◆ What's Important to Us?
  - ▲ Near Future (2002-03)
  - ▲ Future (2004 & Beyond)
  - ▲ Regional Issues?
  - ▲ Corporate Issues?